

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: Tuesday JULY 18, 2023 at 10:00 am

Location: Leelanau County Government Center

Members

Dan Heinz, Chairman
Rick Foster, Vice-Chair
John Arens-Sect/Treasurer
Deborah Allen
Gwenne Allgaier
T. Eftaxiadis
David King

Director

Trudy Galla

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC COMMENT
- DIRECTOR COMMENTS
- CONSIDERATION OF AGENDA
- CONFLICT OF INTEREST

- CONSIDERATION OF MINUTES – JUNE 20, 2023 *pgs 2-6*

- CONSENT AGENDA

Items of a routine nature to be voted on with one motion - no discussion. Upon request, members may remove any item and place elsewhere on the agenda, with no vote of the commission. Members will vote on remaining items on the Consent Agenda, after the item removed has been placed elsewhere on the agenda.

 - a. Fishbeck – General Consulting and TIF Management *pgs 7-8*
 - b. Fishbeck – EPA Assessment Grant *pgs 9-12*

- OLD BUSINESS
- NEW BUSINESS
 - 1. Letters of Support for Rural Readiness Grant applications
 - a. Leelanau County application *pg 13*
 - b. Peninsula Housing application *pg 14*

 - 2. Update on Changes to Act 381 – J. Hawkins, Fishbeck

- FINANCIALS
 - 1. Claims & Accounts \$ 8,188.59 *pgs 15-28*
 - 2. Post Audit, Budget Amendments, Transfers

- CORRESPONDENCE/COMMUNICATION ITEMS
- PUBLIC COMMENT
- DIRECTOR COMMENTS
- MEMBER / CHAIRPERSON COMMENTS
- ADJOURN

The Leelanau County Brownfield Redevelopment Authority (LCBRA) held a regular meeting on Tuesday, June 20 at the Leelanau County Government Center.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting was called to order at 10:08 am by Chairman Heinz who led the Pledge of Allegiance.

ROLL CALL

Members Present: D. Heinz, R. Foster, D. King, G. Allgaier, T. Eftaxiadis, D. Allen

Members Absent: J. Arens

Staff Present: T. Galla

Public Present: T. Searles, L. Mawby, J. Schwantes

PUBLIC COMMENT

Jim Schwantes, supervisor of Centerville Township, spoke about the request from Centerville Township. Currently, the work would involve about \$3,000 and the township has to pay the 10% of that but the cost may keep going up depending on what is found. He is requesting waiving the 10% for the township and waiving the application fee, as well. This is not a commercial property so no one is going to make money on this site. If it was sold, any money would probably go to their roads.

DIRECTOR COMMENTS

Galla said everything is set for those attending the Brownfield Conference. Members attending should have received email confirmations. Galla noted she will not be attending this year's conference.

CONSIDERATION OF AGENDA

Heinz would like to update the total under financials item #1 claims & accounts to \$10,197.57.

Motion by Allgaier, seconded by King, to accept the agenda with correction to total on claims & accounts. Motion carried 6-0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF MAY 16, 2023 MINUTES

Heinz pointed out a couple one-word removals.

Motion by Foster, seconded by Allgaier, to approve minutes as amended. Motion carried 6-0.

CONSENT AGENDA

Motion by Eftaxiadis, seconded by Allgaier, to approve the agenda as presented. Motion carried 6-0.

OLD BUSINESS – None.

NEW BUSINESS

Review Fee Schedule

Galla said the fee was last updated in 2017 and they have gone through several changes over the years. Galla asked members if they want to charge applicants for the grant funds. They could also consider changing the language that they have the right to waive any fees. Galla noted that in the past they had language like this and they were constantly waiving fees and taking the time to consider each application to waive fees or not. Fees have been lowered or waived for non-profit organizations or government entities but not for individual property owners. The idea behind that is they wanted to make sure the grant funds were being used properly and hopefully for redevelopment sites. Galla gave an example of the 10% fee and used Centerville Township as a reference. Allgaier said it makes sense not to charge the fee to non-profit organizations and government entities.

Allen suggested the language could read that the board reserves the right to waive fees for non-profits or government agencies making applications. King pointed out that that is in item G. and they could carve that out in the offset and put it up front. His concern at the last meeting was having a general policy going forward when they waive fees or don't. He questioned how other brownfield authorities handle the distinction between commercial development vs. a non-profit or governmental development. Eftaxiadis said in his experience, brownfield authorities exercise discretion in waiving fees for non-profits and government entities. The structure, the amount varies from one to another, but in general they didn't charge. Searles chimed in that the brownfield redevelopment authorities she has worked for has waived fees for non-profits and government entities. She suggested members consider adding 'why' they charge a fee and whatever cost they charge for that is included in the language.

Heinz added they are using EPA money to help with groundwater problems with any kind of contamination and they want to encourage people to step forward even if it isn't a non-profit. It could be a farmer who has concern. This is only phase 1, wouldn't it be encouragement for an applicant to step forward knowing there is no application fee. Galla reviewed past history on how fees were charged and how it has changed over the years.

Discussion ensued.

Foster said they still have paragraph G. Allgaier asked how we would make a list of those we would waive the fees for. Eftaxiadis said the \$150.00 fee to be submitted with the application is appropriate and necessary because we do not always have EPA or other grant funds to cover expenses. Therefore, there would most likely be a consultant that would have to review these and verify information and that is easily a couple hours. So, \$150.00 fee is appropriate. Going forward with the 10% amount, that's where we have discretion based on the merit of the application. Eftaxiadis supports staying with the \$150.00 fee and waive it for non-profit and government entities. Under G., we have the ability to waive the 10% and any other fees based on merit of the application.

Heinz said we accepted the \$150.00 fee from Bluebird but waived it for Peninsula Housing and the Northport project, we were silent if it applied to the 10%. So, can we still at a later time choose to not charge that? Eftaxiadis replied, yes. That's we make those evaluations and decisions. Otherwise, the director can do everything if it was all spelled out but we have the discretion.

King suggested the language read in G. that the LCBRA will waive this fee schedule for non-profits and government entities, and reserves the right to waive the fee schedule for other applicants, if deemed necessary or appropriate.

Motion by King, seconded by Foster to change the language in G. to read: The LCBRA will waive this fee schedule for non-profits and government entities, and reserves the right to waive the fee schedule for other applicants, if deemed necessary or appropriate.

Allgaier felt both sections needed to be corrected, Part I and the G. King agreed saying there should be clarification. The opposite way to do it is to say who it applies to and then leave general language for waiving the fees.

Discussion ensued on proposed changes regarding waiving fees.

Motion carried 6-0.

Motion by Eftaxiadis, seconded by Allgaier, to approve the Fee Schedule with language added in Part I application fee waived for government entities and non-profit organizations, in A. on page 1 of the Fee Schedule.

Foster suggested starting out 'With the exception of government entities and non-profits, all brownfield applicants will be assessed.'

Eftaxiadis amended his motion for this change in the beginning of first paragraph right before “all brownfield applicants...”, and Allgaier supported.

On a voice vote, the motion carried 6-0.

Members discussed the waiver last month and Galla noted that the application fee was waived, but not the 10% according to the June minutes. Heinz noted the applicants we have that are non-profits or government entities. At some point, we could bring it up to consider waiving the 10%.

Work Order 4 – Centerville Twp Dump Site

Searles said last month the LCBRA approved the application with support from EPA grant funds to evaluate former dump sites. Not a lot is known on the historical aspect of geographical boundaries, what was dumped there, etc. This work order is only for Phase I to understand the boundaries, and the historical context that will inform them what level of assessment will be needed. They need this information to prepare the work order for Phase II. This would be eligibility to EPA and Phase I work and then a work order will come to the LCBRA for the next steps. Eftaxiadis asked about the historic coverage of that area. Searles said they will complete that as they go through Phase I. Eftaxiadis asked if she was aware of what kind of historical photos they have, perhaps aerials? Galla said she can assist with that as the county has quite a few sets.

Motion by Eftaxiadis, seconded by Foster to approve the work order and waive the 10% requirement of funds. Motion carried 6-0.

Work Order 5 – Peninsula Housing

Searles gave a review of the application approved last month. This project may also have a subsequent request for additional studies. Right now, they know demolition will be required and to safely do that an asbestos survey is needed as well as universal waste information. Based on this project, Peninsula Housing is working on different funding sources and how to move forward. This may be a good fit for a brownfield plan. They need to get this work done and discuss funding and potentially bring that back at a later date.

Mawby said they will make a comment under public comment that will also involve this project. Peninsula Housing is hoping this work will give them the information they need to better plan the demolition of the structures on this site so they can redevelop the site with affordable housing. They are hoping to work with Leelanau County Land Bank Authority (LBA) and LCBRA on this project with hopes they can do TIF to recapture some of the redevelopment costs. Mawby appreciates moving forward on this part of the work and waiving the 10% requirement.

Heinz read in the newspaper that Peninsula Housing graciously partnered with Leelanau Christian Neighbors (LCN) to allow the vacant dwelling to be rented out for two or more years. Everything said here says they are unusable. Heinz asked if that affects checking with asbestos? Searles said they can still do a survey with an occupied building. Mawby said they have a Memorandum of Understanding with Leelanau Christian Neighbors and he will be meeting with a potential tenant. They will be doing work in house and they have made it very clear that after May 1, 2025 they will have the option to remove this house and they may remove other buildings before that time too. This is a shabby house but better than no place at all for someone to live. From now to when they get all the financing together for redevelopment, they felt they could allow someone in the house as long as they understood their situation. This is a temporary effort to be as helpful as they can. The long-term solution is removal of all the buildings.

Motion by Allgaier, second by King, to approve work order #5 and waive the 10% match.

Eftaxiadis said they are not doing any soil or groundwater work at this time. He read there was very minimal assessment, asked Searles if it will not need more assessment? Searles noted that may need to have further discussions on that as some work was done and Baseline Environmental Assessment (BEA) was done. They can have discussion if that is needed for redevelopment. Eftaxiadis asked if foundations and soils will be removed.

Mawby replied they didn't know yet. He said under public comment he will be asking for support for a rural readiness grant which will help them with answers to some of those questions with redevelopment of this site. Searles added that Peninsula Housing is looking for some other funding sources. If the questions are not answered, this board could approve EPA funds for cleanup planning.

Eftaxiadis explained, following asbestos and hazardous materials assessment, they would have a base for doing a brownfield plan. Searles said it was a potential for this project but they don't know for sure they are going to go that route. After this step is completed and they look at some of the funding sources they are going after, if it makes sense, then a subsequent request will come forward. Heinz asked if Phase I was done already? Eftaxiadis replied yes, I and II were done. Mawby said they facilitated acquiring the process by doing the environmental work for the Baseline Environmental Assessment (BEA) to protect them, for their purchase. Mawby did not think all of the work was included in the BEA that they will need to identify the best way to redevelop this site.

Heinz asked how do they know there is arsenic, lead, etc. Searles said Peninsula Housing knows that from previous assessment work. The asbestos and hazardous materials can be done separately. They have to do eligibility, sampling and an analysis plan and health plan before they can do the work. Heinz asked if EPA requires Phase I and Phase II ESA? Searles replied that in regard to the BEA for Peninsula Housing, they may be warranted to do an updated Phase I since Phase I is good for about 6 months.

Eftaxiadis said in order to do a BEA, they did minimal sampling of soils on the property. Based on some of the contaminants of concerns, they declared the property a facility, therefore, they can do the BEA. A BEA cannot be done without some sampling. Depending on what contaminants are on site, the BEA can use all data. There was some sampling and initial Phase I ESA but that was some time ago. For future purposes, the LCBRA may have to fund through an EPA grant for another Phase I environmental assessment. At this point, they are legal with what they have done and they can proceed. Eftaxiadis asked the question earlier because the sampling they did for BEA was very minimal and it was not enough to make development decisions. Heinz watched an EPA zoom session a few months ago, and they said if Phase I is more than six months old, than a refresher is needed. Eftaxiadis said they call it a refresher but you have to go through the whole process.

Motion carried 6-0.

FINANCIALS

Claims & Accounts \$10,197.57

Heinz discussed payment of EPA invoices and reimbursement from the EPA.

Motion by Eftaxiadis, seconded by Allgaier, to pay the Claims & Accounts, as submitted. Motion carried 6-0.

POST AUDIT, BUDGET AMENDMENTS, TRANSFERS- None.

CORRESPONDENCE/COMMUNICATION ITEMS – None.

PUBLIC COMMENT

Mawby handed out a document from Peninsula Housing. Peninsula Housing sent a letter of intent to the department of agriculture last month in step one of pursuing a planning grant for the rural readiness grant program. The handout is part of their letter of intent and he found out last Thursday they were invited to apply for the application and they are diligently working on that now. They are looking for letters of support from relevant bodies in the county. They will be on the agenda for the Land Bank next month. They have received support from Suttons Bay Township planning commission and are on the agenda for the Suttons Bay Township board in July and the Village of Suttons Bay planning commission meeting. Mawby will be presenting to the Village Council tonight. Housing North has indicated they will submit a letter of support. They are also seeking letters from other entities. He hopes the LCBRA would submit a letter of support. He will draft a letter and get it to the director ahead

of next meeting to include in the LCBRA packet in July for consideration.

Schwantes thanked the LCBRA and stated your work is appreciated.

DIRECTOR COMMENTS

Galla said there has been no response from townships & villages on old dump sites. She will try again and reach out to other organizations and local residents to locate the dump sites. Galla believes it is important for use of the EPA grant funds and to map for future reference. Foster said there is probably one on every farm site in the county. After 1930's they all had a pump site for fuel at some time. There could be fuel oil spill in those areas. Mawby said in the 80's or so, there was a program that was effective at removing underground fuel tanks on farms. Probably a lot of that is already cleaned up. For sure, every farm that had a ravine, that's where junk went.

MEMBER / CHAIRPERSON COMMENTS

Allgaier remembers her uncles farm and a town dump. There is a lot of nefarious stuff in there. It is good that we are looking for.

ADJOURN

Meeting adjourned at 11:07 am.

DRAFT

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: July 18, 2023

RE: General Consulting and TIR Management Monthly Updates and Invoices

This memorandum serves to provide information regarding invoices and updates that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for services rendered on various projects related to General Environmental Consulting activities.

Please find attached several items for your consideration:

1. General Services (W.O. #2-GS)

Update:

Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. Applicable to this Agreement, Work Order Number 2-GS, an overall general services work order, dated April 18, 2023, was approved at the April LCBRA regular meeting. Activities subject to this work order may include assistance with existing Brownfield Plans, new project communications, evaluating new State reporting requirements, and other project assistance as needed. Activities included in this month's invoice for consideration were related to response to Trudy Galla regarding a Madison Avenue project site.

Project Invoices for Consideration:

Invoice #425213 (\$59.00)

2. 2023 Tax Increment Tracking and Annual Reporting (W.O. #1-GS)

Update:

Fishbeck has established a tax increment financing (TIF) tracking system for the LCBRA for its existing Brownfield Plans. The LCBRA has engaged Fishbeck to manage the tracking of tax increment collection and reimbursement associated with the LCBRA's existing brownfield plans for 2023 by updating and sending out Statement of Account twice a year to coincide with tax collection periods. Reimbursement Analysis will also be updated for the LCBRA twice a year. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2023. Fishbeck tracks the collection of TIR received on a continual basis as those checks come in and are forwarded on by Trudy Galla. Activities included in this month's invoice were related to review of TIF received and meeting with Elmwood Township associated with delinquent taxes. Initial preparation activities related to Annual Reporting are underway.

Project Invoices for Consideration:

Invoice #425212 (\$892.00)

**Leelanau County Brownfield Redevelopment Authority
General Services
Budget and Cost Summary**

07/9/2023

Number		Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.		Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
230507	1-GS	Tax Increment Tracking and Annual Reporting	\$ 4,900.00	Invoice Total	421222	3/13/2023	\$ 333.75		
					422202	4/5/2023	\$ 63.75		
					230507	5/8/2023	\$ 283.50		
					424163	6/8/2023	\$ 126.00		
					425212*	7/6/2023	\$ 892.00		
				Project Subtotal			\$ 1,699.00	Project Subtotal Remaining	\$ 3,201.00
				Invoice Breakdown					
		Statement of Account and Reimbursement Analysis Preparation	\$ 3,700.00	Stmt of Acct/RA	421222	3/13/2023	\$ 333.75		
					422202	4/5/2023	\$ 63.75		
					423195	5/8/2023	\$ 147.00		
					424163	6/8/2023	\$ 126.00		
					425212	7/6/2023	\$ 892.00		
				Phase Subtotal			\$ 1,562.50	Phase Subtotal Remaining	\$ 2,137.50
		Annual Reporting	\$ 1,200.00	Phase Subtotal	423195	5/8/2023	\$ 136.50	Phase Subtotal Remaining	\$ 1,063.50
							\$ 136.50		
230894	2-GS	General Consulting	\$ 6,000.00	Invoice Total	423194	5/4/2023	\$ 59.00		
					425213*	7/6/2023	\$ 59.00		
				Project Subtotal			\$ 118.00	Project Subtotal	\$ 5,882.00
		Approved Project Budgets Subtotal	\$ 10,900.00	Total Expended			\$ 1,817.00	Budgets Remaining	\$ 9,083.00
		Estimated Budget Remaining	\$ -						
		Project Budgets Returned						Check	\$ 10,900.00
		Available Budget Remaining	\$ 9,083.00						
		Notes:							

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: June 18, 2023

RE: FY22 EPA Grant Updates and Invoices

This memorandum serves to provide information regarding updates and invoices that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for activities and services rendered on various projects related to the EPA Brownfield Assessment Grant (4B-00E03213-0).

1. QAPP

Project No: 230506 – W.O. # 1

Update:

Preparation of the QAPP is complete and has been submitted to and approved by the USEPA. QAPP self-certification was found to be complete and satisfactory on May 8, 2023. This activity is complete. There are no further invoices for consideration.

Project Invoices for Consideration:

N/A

2. Community Outreach and Programmatic

Project No: 230505 – W.O. # 2

Update:

Programmatic activities relate to preparing work orders, preparing meeting materials, setting up/inputting ACRES information, and communications with the Director of the LCBRA regarding implementing the grant activities. Activities included in this month's invoice for consideration include preparing meeting materials and preparing work orders.

Project Invoices for Consideration:

Invoice #425211 (\$793.50).

3. Bluebird Redevelopment Project - 102 & 103 E. River St. and 101 E. Main St., Leland, MI

Project No: 230504 – W.O. # 3

Update:

Skip (Daryl) and Lynn Telgard submitted a project application to the LCBRA for their Bluebird Redevelopment Project in Leland. The Telgards are the 3rd generation to run the Bluebird restaurant and tavern, founded in 1927, situated one block from Fishtown and serving both locals and tourists. Historically, the property was used for the production of charcoal for a nearby iron works in the 1800s. The property is currently developed as two restaurants, one storage facility, one retail store, and associated parking. The property at 101 S Main Street was formerly used as a gas station, with a leaking underground storage tank (Facility ID 00036063) which has since been closed. The developer intends to demolish the current building as it is deteriorating, including a failing roof, ventilation system, and windows. In addition to its deteriorating status, many code updates have occurred since its original construction and the building has been determined to be functionally obsolete by the local assessor. The Bluebird will be rebuilt as a smaller restaurant with a rentable commercial space, occupying less land and located closer to the river. The owners are also working with the Michigan Department of the Environment, Great Lakes, and Energy (EGLE) through its permitting process to stabilize the riverbank by repairing a seawall. Private investment is anticipated at \$3,000,000, with the creation of 25 jobs anticipated. The developers have requested support from the LCBRA through the preparation of a brownfield plan to allow for the reimbursement of eligible costs (work order #3), which was approved by the LCBRA on February 21, 2023. A petroleum eligibility determination was received from EGLE for the use of petroleum grant funds on March 16, 2023 and EPA has concurred with the LCBRA's eligibility demonstration for the use of hazardous substance grant funds as of March 22, 2023. The assessor prepared an affidavit of functional obsolescence for the property. The Telgards have requested additional support from the LCBRA to include a Phase I ESA, pre-demolition asbestos surveys for both structures on the property, and a conceptual budget for a Phase II ESA, if needed. The LCBRA approved an amended work order (WO#3, Amendment No. 1) on April 18, 2023. Fishbeck prepared the Health and Safety Plan (HASP) and Sampling and Analysis Plan (SAP). EPA accepted the HASP and approved the SAP on May 18, 2023. The asbestos survey activities are complete and reports are being issued. The Phase I ESA is complete and identified one Recognized Environmental Condition (REC) pertaining to remaining tank(s) closed in place and the lack of assessment to determine whether impacts to the subject property exist as a result of these tank(s). Fishbeck met with the USEPA to determine if an additional funding source could be utilized to conduct a Ground Penetrating Radar (GPR) survey utilizing USEPA field services. It was determined that it would be most appropriate to utilize the LCBRA's EPA Assessment Grant funds to conduct further assessment. The scope of the GPR Survey is within the conceptual Phase II ESA already approved by the LCBRA. Fishbeck will prepare an update to the SAP to include the scope of the GPR survey. Once approval of the updated SAP is received from EPA, field work can be scheduled.

Project Invoices for Consideration:

Invoice #425223 (\$5,988.89).

4. Centerville Township Dump – Centerville Township, MI

Project No: 231190 – W.O. # 4

Update:

Centerville Township owns a 14-acre parcel of land that is a closed Township dump site located on Gatzke Road in Centerville Township. There is little information known regarding operation of the dump with respect to years in operation, geographic boundaries, specific materials dumped on the site, etc. Based on local knowledge, the dump is believed to have closed in the mid-1970s or earlier. Centerville Township is evaluating future plans for the site including the potential to redevelop the site for reuse as a public park or selling the property to fund other Township needs. Centerville Township is seeking funding support through the Leelanau County Brownfield Redevelopment Authority (LCBRA) to conduct assessment of the property to determine appropriate reuse options for the property and identify what activities may be needed to safely reuse the site. The LCBRA approved funding a Phase I ESA at the June LCBRA meeting to assist with understanding the historical context and geographic

boundaries of the former dump site. Completion of the Phase I ESA will also inform the scope of subsequent assessment needed based on any Recognized Environmental Conditions (RECs) that may be identified in the Phase I ESA. An Eligibility Demonstration was prepared and submitted to the USEPA on June 29, 2023. Once eligibility is confirmed, Fishbeck will begin implementation of the Phase I ESA.

Project Invoices for Consideration:

Invoice #425224 (\$198).

**5. Peninsula Housing – 980 Herman Road, Suttons Bay, MI
Project No: 231191 – W.O. # 5**

Update:

Peninsula Housing, a Michigan non-profit Corporation, is redeveloping an over 10-acre old farmstead with a house, barn, and other outbuildings located in Suttons Bay, Michigan. The existing buildings are unusable and need to be demolished for redevelopment plans. There is known lead-based paint in the house. The house and other structures have the potential to contain asbestos, which needs to be determined prior to demolition.

Peninsula Housing proposes to develop up to 80 housing units on the site in a mix of rental and owner-occupied apartments, duplexes, etc. beginning in 2024/2025. Current zoning allows two-story, multi-family development at a density of 8 units/acres as special land use. Redevelopment is anticipated to be completed by 2028.

Peninsula Housing is seeking funding support from the Leelanau County Brownfield Redevelopment Authority (LCBRA) for the completion of a Pre-Demolition Hazardous Materials Inspection, inclusive of an asbestos survey and universal waste inventory which the LCBRA approved at the June LCBRA meeting. Some assessment work has already been completed on the property. Since there is already knowledge of lead-based paint, no further scope of work related to a lead assessment is proposed. There is also knowledge of lead and arsenic in soil, and a Baseline Environmental Assessment (BEA) has already been completed.

There is potential for Peninsula Housing to request grant funding assistance for cleanup planning and/or the preparation of a Brownfield Plan to reimburse certain eligible brownfield costs. Based on the anticipated redevelopment, there are expected brownfield eligible activities that may include lead and asbestos abatement, building and site demolition, and potentially soil management activities. Other funding sources are being sought to leverage different portions of the project. The outcome of any other fundings source requests used to support the project and results of the Pre-Demolition Hazardous Materials Inspection will inform the decision to consider preparation of a Brownfield Plan.

An Eligibility Demonstration was prepared and submitted to the USEPA on June 29, 2023. Once eligibility is confirmed, Fishbeck will begin preparation of the Health and Safety Plan (HASP) and Sampling and Analysis Plan (SAP) associated with the Pre-Demolition HMI.

Project Invoices for Consideration:

Invoice #425225 (\$257).

**Leelanau County Brownfield Redevelopment Authority
FY22 U.S. EPA Brownfield Assessment Grant
Budget and Cost Summary**

Number	Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
				Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
Project	W.O.	Task	Site/Phase	Total				
			Initial Grant Award	\$ 250,000.00				
County	4		Personnel	\$ 4,000.00				
County	4		Travel	\$ 3,000.00				
County	4		Supplies	\$ -				
County	4		Other	\$ -				
			County Subtotal	\$ 7,000.00	County Subtotal		\$ 1,469.17	County Subtotal
			Contractual - Fishbeck	\$ 243,000.00			\$ -	
230506	1	2	QAPP	\$ 3,000.00	Invoice Total	423193 5/4/2023	\$ 3,000.00	
					Project Subtotal		\$ 3,000.00	Project Subtotal Remaining \$ -
230505	2	4	Community Outreach and Programmatic	\$ 6,000.00	Invoice Total	421223 3/13/2023	\$ 42.50	
						422203 4/5/2023	\$ 590.00	
						423196 5/4/2023	\$ 1,315.25	
						424161 6/8/2023	\$ 660.25	
						425211* 7/6/2023	\$ 793.50	
					Project Subtotal		\$ 3,401.50	Project Subtotal Remaining \$ 2,598.50
230504	3	1,2,3	Bluebird Redevelopment Project	\$ 35,300.00	Invoice Total	421224 3/13/2023	\$ 127.50	
						422204 4/5/2023	\$ 1,057.20	
						423197 5/4/2023	\$ 1,458.50	
						424160 6/8/2023	\$ 8,661.32	
						425223* 7/6/2023	\$ 5,988.89	
					Project Subtotal		\$ 17,293.41	Project Subtotal Remaining \$ 18,006.59
					Invoice Breakdown			
					Brownfield Plan	421224 3/13/2023	\$ 127.50	
						422204 4/5/2023	\$ 1,057.20	
						423197 5/4/2023	\$ 193.50	
						424160 6/8/2023	\$ 600.25	
						425223 7/6/2023	\$ 195.00	
					Phase Subtotal		\$ 2,173.45	Phase Subtotal Remaining \$ 2,826.55
					Invoice Breakdown			
					Phase I ESA	423197 5/4/2023	\$ 1,176.50	
						424160 6/8/2023	\$ 1,823.50	
					Phase Subtotal		\$ 3,000.00	Phase Subtotal Remaining \$ -
					Invoice Breakdown			
					Asbestos Survey	423197 5/4/2023	\$ 88.50	
						424160 6/8/2023	\$ 6,237.57	
						425223 7/6/2023	\$ 5,617.89	
					Phase Subtotal		\$ 11,943.96	Phase Subtotal Remaining \$ 56.04
					Invoice Breakdown			
					Phase II ESA	425233 7/6/2023	\$ 176.00	
					Phase Subtotal		\$ 176.00	Phase Subtotal Remaining \$ 15,124.00
231190	4	1	Centerville Township Dump Site	\$ 3,000.00	Invoice Total	425224* 7/6/2023	\$ 198.00	
					Project Subtotal		\$ 198.00	Project Subtotal Remaining \$ 2,802.00
					Invoice Breakdown			
					Phase I ESA	425224 7/6/2023	\$ 198.00	
					Phase Subtotal		\$ 198.00	Phase Subtotal Remaining \$ 2,802.00
231191	5	2	Peninsula Housing-980 Herman Rd, Suttons Bay	\$ 13,100.00	Invoice Total	425225* 7/6/2023	\$ 257.00	
					Project Subtotal		\$ 257.00	Project Subtotal Remaining \$ 12,843.00
					Invoice Breakdown			
						525,225.00 7/6/2023	\$ 257.00	
					Phase Subtotal		\$ 257.00	Phase Subtotal Remaining \$ 12,843.00
					Approved Project Budgets Subtotal		\$ 60,400.00	
					Invoice Total		\$ 24,149.91	Budgets Remaining \$ 36,250.09
					Estimated Contractual Budget Remaining		\$ 182,600.00	
					Actual Contractual Budget Remaining and un-invoiced		\$ 218,850.09	Check \$ 243,000.00
					Project Budgets Returned		\$ -	
					Available Contractual Budget Remaining		\$ 182,600.00	
					Notes:			



Leelanau County Brownfield Redevelopment Authority (LCBRA)
County website: www.leelanau.gov/brownfield.asp

8527 E. Government Center Dr.
Suite 108
Suttons Bay MI 49682
Phone: (231) 256-9812

Dan Heinz
Chairman

Richard Foster
Vice-Chairman

John Arens
Secretary/Treasurer

Trudy Galla, AICP
Director

July 18, 2023

Michigan Department of Agriculture and Rural Development
Attn: Office of Rural Development
Constitution Hall, 6th Floor
525 W. Allegan Street
P.O. Box 30017 Lansing, MI 48909

Re: 2023 Office of Rural Development Rural Readiness Grant Program,
Rural Readiness Grant Application for Leelanau County

To Whom It May Concern:

The Leelanau County Brownfield Redevelopment Authority (LCBRA) supports the County's application for \$50,000 for the Office of Rural Development Rural Readiness Grant Program (RRGP). The LCBRA operates as a separate entity of the County, and has one member from the County Board of Commissioners serving on the LCBRA.

The LCBRA has interest in many grant opportunities which can assist with assessment, demolition and cleanup of blighted and obsolete properties in the county. These properties and under utilized or vacant buildings are possibilities for redevelopment, and can spur on economic development in our local communities which results in increased tax base, revitalized and vibrant communities, and opportunities for more housing and jobs. A Grant Writer/Administrator can help provide assistance in researching and identifying appropriate funding possibilities and providing leadership and oversight with grant awards.

Leelanau County's application demonstrates Rural Capacity Building by working with the LCBRA, other organizations and committees, county departments, municipalities, and non-profit organizations.

The Leelanau County Brownfield Redevelopment Authority fully supports the County's application for the Rural Readiness Grant Program and encourages funding this grant application. This Letter of Support was approved by the LCBRA at a regular meeting held July 18, 2023. Please feel free to contact me, or Director Trudy Galla, at the address above if you have questions or need anything further.

Sincerely,

Dan Heinz, Chairman
Leelanau County Brownfield Redevelopment Authority



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July 18, 2023

Michigan Department of Agriculture and Rural Development
Attn: Office of Rural Development
Constitution Hall, 6th Floor
525 W. Allegan Street
P.O. Box 30017 Lansing, MI 48909

Re: 2023 Office of Rural Development Rural Readiness Grant Program, Support for Peninsula Housing's Grant Application

To whom it may concern:

On behalf of the Leelanau County Brownfield Redevelopment Authority (LCBRA), we are writing to express our strong support for Peninsula Housing's Rural Readiness Grant application.

The LCBRA has approved the use of U.S. EPA assessment grant funds to assess the potential contamination issues on old and un-useable structures on a 10-acre parcel in Suttons Bay Township, owned by Peninsula Housing. This work is being done in anticipation of using the 10-acre parcel for an affordable housing development.

The LCBRA supports Peninsula Housing's actions to create affordable homes and rental apartments, and applauds the collaborative and community-driven planning process it seeks to undertake with support from the Rural Readiness Grant: to engage residents, nonprofits, businesses, and local governments in Suttons Bay Township and the Village of Suttons Bay and develop plans that address the housing needs of both communities.

The LCBRA supports Peninsula Housing's Rural Readiness Grant application and its efforts to create more affordable housing choices in Suttons Bay and Leelanau County. We hope you look favorably upon their Rural Readiness Grant application.

Sincerely,

Dan Heinz, Chairman
Leelanau County Brownfield Redevelopment Authority

JULY 18, 2023 Claims & Accounts
Leelanau County Brownfield Redevelopment Authority

1.	Fishbeck – Invoice #425211 – Grant – Community Outreach 101.000000.801-200 Contractual	\$ 793.50
2.	Fishbeck – Invoice #425212 – Tax Increment Tracking (Gen Svc) 101.000000.801-000 Contractual	\$ 892.20
3.	Fishbeck - Invoice #425213 - General Consulting Services 101.000000.801.000 Contractual	\$ 59.00
3.	Fishbeck – Invoice #425223 – Grant – Bluebird Project 101.000000.801.200 Contractual	\$ 5,988.89
4.	Fishbeck – Invoice #425224 – Grant – Centerville Tw. Project 101.000000.801.200 Contractual	\$ 198.00
5.	Fishbeck – Invoice #425225 – Grant – Peninsula Housing Project 101.000000.801.200 Contractual	\$ 257.00

Total Claims & Accounts: **\$ 8,188.59**

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Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425211
 Invoice Date : 7/6/2023
 Project : 230505
 Project Name : LCBRA/FY22 Grant Community
 Outreach/Programmatic Activities
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	6,000.00	3,392.00	3,401.50	2,608.00	793.50
Rate Labor		793.50			
				Current Billings	793.50
				Amount Due This Bill	<u>793.50</u>

Total Fee : 6,000.00
 To Date Billings : 3,401.50
 Total Remaining : 2,598.50

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BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

4.50

118.0000

531.00 ✓

Total Senior Geologist

4.50

531.00

Senior Hydrogeologist

Jeffrey Hawkins

1.50

175.0000

262.50 ✓

Total Senior Hydrogeologist

1.50

262.50

Total Rate Labor

793.50

Total Bill Task: BP - Outreach & Programmatic (Task 4)

793.50

Total Project: 230505 - LCBRA/FY22 Grant Community Outreach/Programmatic Activities

793.50 ✓

Payment Options

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Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425212
 Invoice Date : 7/6/2023
 Project : 230507
 Project Name : LCBRA/Tax Increment Tracking and
 Annual Reporting
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

WO1 -GS

	Fee	Available	Billings		
			To Date	Previous	Current
SOA/RA - Statement of Account/Reimbursement Analysis	3,700.00	3,029.50	1,562.70	670.50	892.20
<i>Rate Labor</i>	879.00				
<i>Expenses</i>	13.20				
RPT - Annual Reporting (1 Event)	1,200.00	1,063.50	136.50	136.50	0.00
				Current Billings	892.20
				Amount Due This Bill	<u>892.20</u>

Total Fee : 4,900.00
 To Date Billings : 1,699.20
 Total Remaining : 3,200.80

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SOA/RA - Statement of Account/Reimbursement Analysis

Rate Labor

Class / Employee *Hours* *Rate* *Amount*

Senior Geologist

Therese Searles 3.00 118.0000 354.00 ✓

Staff Environmental Specialist

Logan Mulholland 6.25 84.0000 525.00 ✓

Total Staff Environmental Specialist -----
6.25 -----
525.00

Total Rate Labor **879.00**

Expenses

Account / Vendor *Cost* *Multiplier* *Amount*

Miscellaneous

Logan Mulholland 12.00 1.10 13.20 ✓

Total Expenses **13.20**

Total Bill Task: SOA/RA - Statement of Account/Reimbursement Analysis **892.20**

Total Project: 230507 - LCBRA/Tax Increment Tracking and Annual Reporting **892.20 ✓**

Payment Options

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 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425213
 Invoice Date : 7/6/2023
 Project : 230894
 Project Name : LCBRA/ General Consulting
 Services
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

WO2-GS

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	6,000.00	5,941.00	118.00	59.00	59.00
Rate Labor		59.00			
			Current Billings		59.00
			Amount Due This Bill		<u>59.00</u>

Total Fee : 6,000.00
 To Date Billings : 118.00
 Total Remaining : 5,882.00

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BP - General Consulting Services

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

0.50

118.0000

59.00 ✓

Total Rate Labor

59.00

Total Project: 230894 - LCBRA/ General Consulting Services

59.00 ✓

Payment Options

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Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425223
 Invoice Date : 7/6/2023
 Project : 230504
 Project Name : LCBRA/Bluebird Redevelopment
 Project/Leland, MI
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

WO3

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Brownfield Plan (Task 3)	5,000.00	3,021.55	2,173.45	1,978.45	195.00
Rate Labor	176.00				
Unit Rate Expense	19.00				
PH1 - Phase I	3,000.00	0.00	3,000.00	3,000.00	0.00
ASB.SUR - Pre-Demolition Asbestos Survey	12,000.00	5,673.93	11,943.96	6,326.07	5,617.89
Rate Labor	3,812.25				
Expenses	1,172.74				
Unit Rate Expense	632.90				
Total Expense	1,805.64				
PH2 - Phase II ESA	15,300.00	15,300.00	176.00	0.00	176.00
Rate Labor	176.00				

Current Billings 5,988.89
 Amount Due This Bill 5,988.89

Total Fee : 35,300.00
 To Date Billings : 17,293.41
 Total Remaining : 18,006.59

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BP - Brownfield Plan (Task 3)

Rate Labor

<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist			
Therese Searles	0.75	118.0000	88.50 ✓
Senior Hydrogeologist			
Jeffrey Hawkins	0.50	175.0000	87.50 ✓
Total Rate Labor			176.00

Unit Rate Expenses

<i>Account / Unit / Equipment / Vendor</i>	<i>Doc Number</i>	<i>Date</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Company Vehicle Use					
Mileage - Company Vehicle					
Vehicle #547 - Bigler					
Fishbeck Internal	UE0000015148	5/16/2023	20.00 Mile	0.9500	19.00 ✓
	Site Visit				
Total Unit Rate Expenses					19.00

Total Bill Task: BP - Brownfield Plan (Task 3)

195.00

ASB.SUR - Pre-Demolition Asbestos Survey

Rate Labor

<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist			
Bob Webster	11.25	109.0000	1,226.25 ✓
Therese Searles	0.75	118.0000	88.50 ✓
Total Senior Geologist	12.00		1,314.75
Staff Engineering Specialist			
Hailey Lyczynski	0.25	84.0000	21.00 ✓
	20.75	90.0000	1,867.50 ✓
Total Hailey Lyczynski	21.00		1,888.50
Total Staff Engineering Specialist	21.00		1,888.50
Staff Technician			
Ryan Krozek	7.00	84.0000	588.00 ✓
Shelbey Senkewitz	0.25	84.0000	21.00 ✓
Total Staff Technician	7.25		609.00
Total Rate Labor			3,812.25

Expenses

<i>Account / Vendor</i>	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
Postage			
Worldwide Express	13.09	1.10	14.40 ✓
Subconsultant			
Apex Research Inc	767.50	1.10	844.25 ✓
Travel/Lodging			
Bob Webster	285.54	1.10	314.09 ✓
Total Expenses			1,172.74

Unit Rate Expenses

<i>Account / Unit / Equipment / Vendor</i>	<i>Doc Number</i>	<i>Date</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Company Vehicle Use					
Mileage - Company Vehicle					
Vehicle #549 - Webster					
Fishbeck Internal	UE0000015152	5/29/2023	582.00 Mile	0.9500	552.90 ✓
	Site Visit				

ASB.SUR - Pre-Demolition Asbestos Survey

Unit Rate Expenses

<u>Account / Unit / Equipment / Vendor</u>	<u>Doc Number</u>	<u>Date</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
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Equipment Usage

HM Inspection Kit - Per Day

Equipment

Fishbeck Internal	UE0000015104	5/30/2023	3.00 Day	10.0000	30.00 ✓
HMI kit, 3 days inspection					

Meals

Per Diem - Partial Day

Bob Webster	ER0000051669	6/1/2023	1.00 Each	50.0000	50.00 ✓
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Total Unit Rate Expenses

632.90

Total Bill Task: ASB.SUR - Pre-Demolition Asbestos Survey

5,617.89

PH2 - Phase II ESA

Rate Labor

<u>Class / Employee</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
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Senior Geologist

Therese Searles	0.75	118.0000	88.50 ✓
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Senior Hydrogeologist

Jeffrey Hawkins	0.50	175.0000	87.50 ✓
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Total Rate Labor

176.00

Total Bill Task: PH2 - Phase II ESA

176.00

Total Project: 230504 - LCBRA/Bluebird Redevelopment Project/Leland, MI

5,988.89

Payment Options

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Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425224
 Invoice Date : 7/6/2023
 Project : 231190
 Project Name : LCBRA/Centerville Township Dump
 Site
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

	Fee	Available	Billings		
			To Date	Previous	Current
231190 - LCBRA/Centerville Township Dump Site	3,000.00	3,000.00	198.00	0.00	198.00
Rate Labor		198.00			
					198.00
					198.00

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231190 - LCBRA/Centerville Township Dump Site

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Hydrogeologist	0.25	118.0000	29.50 ✓
Senior Geologist	1.25	118.0000	147.50 ✓
Staff Technician	0.25	84.0000	21.00 ✓

Total Rate Labor

198.00 ✓

Total Bill Task: 231190 - LCBRA/Centerville Township Dump Site

198.00

Total Project: 231190 - LCBRA/Centerville Township Dump Site

198.00

Payment Options

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Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 425225
 Invoice Date : 7/6/2023
 Project : 231191
 Project Name : LCBRA/Peninsula Housing -980
 Herman Rd, Suttons Bay, MI
 Bill Term : BT1

For Professional Services Rendered Through 6/30/2023

	Fee	Available	Billings		
			To Date	Previous	Current
231191 - LCBRA/Peninsula Housing -980					
Herman Rd, Suttons Bay, MI					
ELG & PREP - Eligibility and preparaton of HASP & SAP	1,000.00	1,000.00	257.00	0.00	257.00
Rate Labor	257.00				
Demo - Pre-Demolition Hazardous Material Inspection	12,100.00	12,100.00	0.00	0.00	0.00
			Current Billings		<u>257.00</u>
			Amount Due This Bill		<u><u>257.00</u></u>

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PROOFED BY**

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ELG & PREP - Eligibility and preparaton of HASP & SAP

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist	2.00	118.0000	236.00 ✓
Staff Technician	0.25	84.0000	21.00 ✓
<i>Total Rate Labor</i>			257.00
Total Bill Task: ELG & PREP - Eligibility and preparaton of HASP & SAP			257.00

Total Project: 231191 - LCBRA/Peninsula Housing -980 Herman Rd, Suttons Bay, MI

257.00 ✓